

POSITION DESCRIPTION		DEPARTMENT/DIVISION Finance Administration
NAME		TITLE Grants Coordinator
PLACE OF WORK City Hall		GRADE 5
NAME/TITLE OF SUPERVISOR Carrie Myers, City Clerk		WORKING HOURS 8:00 am – 4:30 pm
NAME/TITLE OF THOSE YOU SUPERVISE		Exempt/Non-Exempt Exempt
%	Position Description	Performance Standards
40	A. Research and Application	<p>A1 Engage in periodic meetings with Department Heads and other staff to understand the scope and need for City grant funding and search for appropriate funding sources.</p> <p>A2 Research and identify potential grant funding sources (i.e. federal, state, local, private, etc.) and opportunities.</p> <p>A3 Coordinate with appropriate City staff to plan applications.</p> <p>A4 Attend training meetings and correspond with grantors.</p> <p>A5 Make timely application of grants, gathering and presenting accurate information to potential funders, and ensuring proposals are written in accordance with funder's requirements.</p> <p>A6 Prepare budget plans in accordance with each application.</p> <p>A7 Maintain an active log of all grant applications and current status.</p>
30	B. Reporting and Reimbursements	<p>B1 Maintain accurate centralized reports and records of all grant activity.</p> <p>B2 Provide regular, accurate status reports to City Administration and Mayor & Council on grants program status.</p> <p>B3 Prepare monthly, quarterly, and annual grant reports to grantors as required.</p> <p>B4 Apply for grant reimbursements in a timely manner.</p> <p>B5 Work with City Accountant for proper allocation of grant reimbursements.</p> <p>B6 Work with City Accountant and Auditors to produce accurate grant budgets and yearly audit information.</p>
30	C. Project Coordination	<p>C1 Serve as liaison between City and funding agencies throughout life of grant.</p> <p>C2 Monitor paperwork and other related documents connected with grant programs.</p> <p>C3 Coordinate inter-departmental grants with applicable departments and outside agencies (i.e. Main Street).</p> <p>C4 Provide technical expertise in determining grant compliance requirements.</p> <p>C5 Ensure that funds are utilized in accordance with project budget.</p> <p>C6 Assist in grant project bids and solicitations, contracts and agreements, and project oversight when necessary.</p>

